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## PURPOSE

Michigan Department of Health and Human Services (MDHHS) employees must comply with [department work rules](#) particularly in regards to neglect of duty or actual or attempted falsification of records or reports. To best serve our clients we must be attentive to our duties and accurately record the work we do. Especially, regarding the safety of children and vulnerable adults. Although this list is not exhaustive, here are some examples of what the department considers neglect of duty and falsification of agency records.

- Failure to make client contacts in accordance with policy, including all necessary collateral contacts.
- Failure to complete a required contact with a vulnerable child or adult.
- Documenting home calls, phone calls, emails or interviews that never occurred.
- Indicating that certain required actions were completed when they were not.
- Intentionally recording inaccurate names, addresses, dates or other information.
- Changing information on any electronic database system without proper documentation, computations or appropriate actions being completed.

Due to the potential detrimental impact upon the clients we serve allegations of neglect of duty and falsification are taken very seriously. When these allegations arise, we will review each instance on a case-by-case basis, will perform a thorough and proper investigation, and give consideration of all mitigating factors prior to determining the appropriate level of disciplinary action, if any.

If warranted, disciplinary action, up to and including dismissal may be taken to ensure the safety and well-being of those who rely on us to protect them and the integrity of the department.

## CONTACT

For more information contact human resources.

The purpose of work rules is to set standards of behavior that the department expects of all employees. Violation of work rules may lead to counseling or disciplinary action, which may range from reprimands through discharge. The following list of work rules serves to provide examples of situations for which an employee might be counseled or disciplined. Employees are also responsible for complying with Civil Service Rules which are found at the Civil Service web site.